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21 October 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
21 October 1965

1. Intelligence School

State Department's Junior Officer Training Program. A group of junior officer trainees from the State Department will be given a one-day Agency briefing at the Headquarters Building on 9 November. [REDACTED]

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[REDACTED] met with Alexander Davitt, Director of State's Junior Officer Training Program, on 20 October to discuss the coverage of the one-day program.

Senior Management Seminar. The Seminar got under way 17 October with 34 students. The 35th student, [REDACTED], RID, was unable to attend the first two days because of a badly sprained ankle. He did, however, join the group on 19 October.

Ideas and Authors. [REDACTED] Management Training Faculty, attended the second session of the Civil Service Commission-sponsored "Ideas and Authors" series. The guest speaker was David Moment, Professor of Business Administration, Harvard Business School, who discussed his recently published book entitled "The Dynamics of Interpersonal Behavior." [REDACTED] reported that one of the most striking

things about the all-day session was Professor Moment's frequent

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25X1A referral to [REDACTED] and his Managerial Grid.

Career Trainee Orientation. The Intelligence Orientation for the CT class of October 1965 began on 11 October with 41 trainees in attendance. The class appears eager to learn and is very cooperative in matters of course management.

Intelligence Research (Techniques) Course. At NPIC's request

25X1A [REDACTED] Intelligence Production Faculty, met with [REDACTED] 25X1A

25X1A [REDACTED] to discuss the possibility of giving an Intelligence Research (Techniques) Course tailored to the needs of NPIC's Collateral Support Division. This Division does research in support of the photo interpreters, and its researchers need to be acquainted in detail with the capabilities of repositories in the Washington area to meet their needs. It was tentatively agreed to give two runnings of the course, one between 12 November and Christmas, and the other during the 11 February - 18 April period. The two courses can thus be sandwiched in between the CT courses. NPIC guarantees a minimum of 10 students in each running, and expects that it will need more runnings in the last half of 1966.

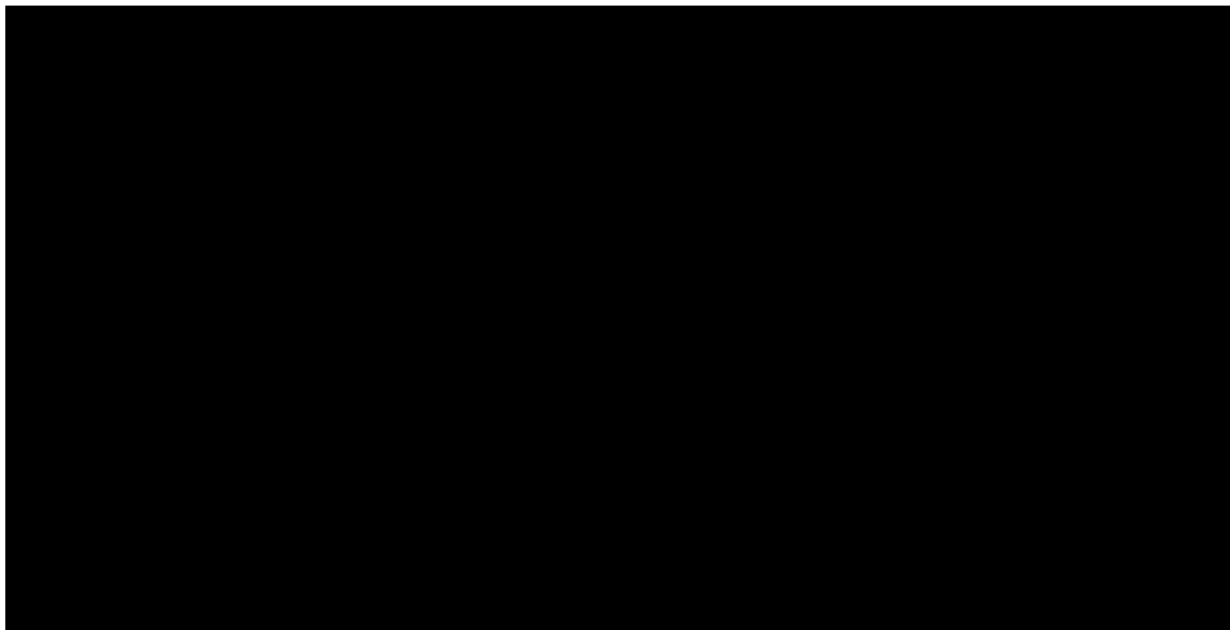
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2. Registrar Staff

ADP Orientation Course. A rough draft of an ADP orientation course to be conducted by OTR has been completed. [REDACTED] has concurred in the course outline, and [REDACTED] hopes to obtain the concurrences of other interested Agency officials this week.

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Senior Officers Schools. Applications for Q clearances have been requested for Agency employees nominated to attend the senior officer schools. As it is unlikely [REDACTED] will attend the War College, we requested and received a Q clearance application for [REDACTED] the first alternate.

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Special Course on Planning - Programming - Budgeting. The names of [REDACTED]

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[REDACTED] have been forwarded to the Honorable Charles L. Schultze

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as the Agency's nominees for the Management Systems Course to be held at the U. S. Naval Post Graduate School, Monterey, California beginning 25 October.

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OTR Attendance. For the week of 11 - 15 October, there were 545 employees attending internal training and 335 attending external training.

3. School of International Communism.

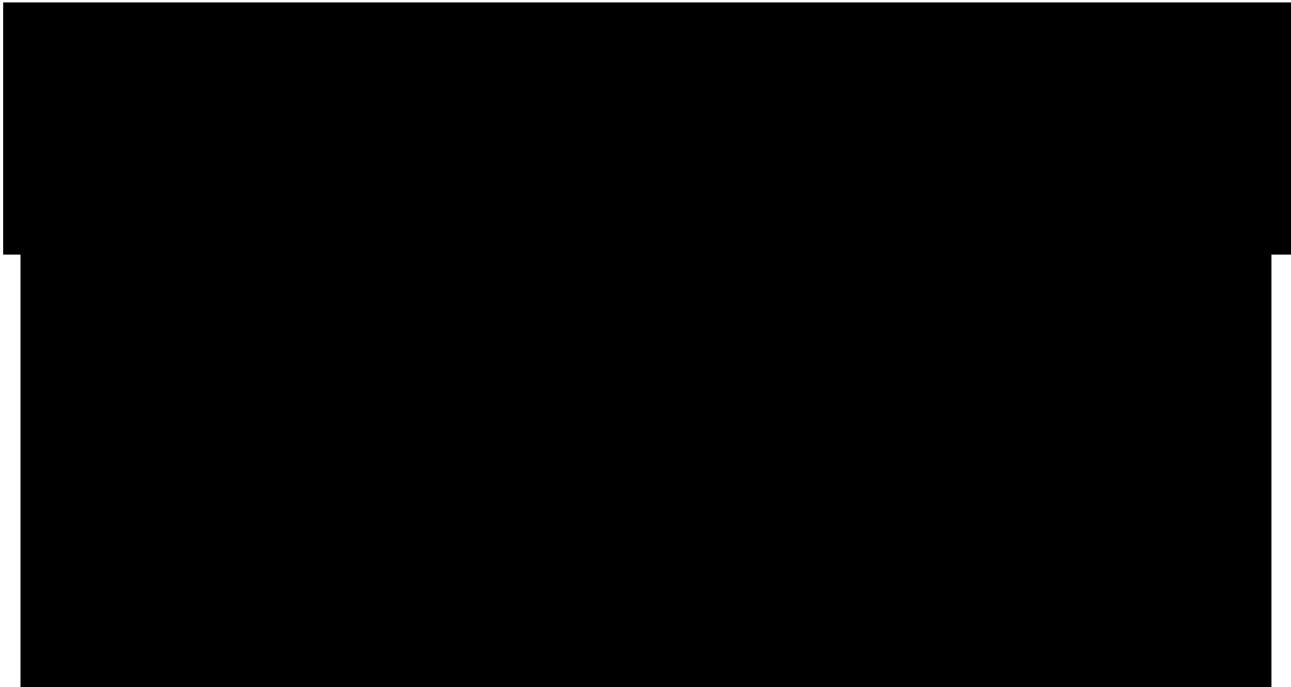
Instructional Assistance to Defense Intelligence School. The death of Captain Decellis has left the DIS with a seriously weakened capability in the field of communism. Since the DIS had been unable to find a replacement for Captain Decellis, they have requested assistance from our SIC faculty. We will provide them with temporary help with the understanding that we cannot take on any permanent additional commitments.

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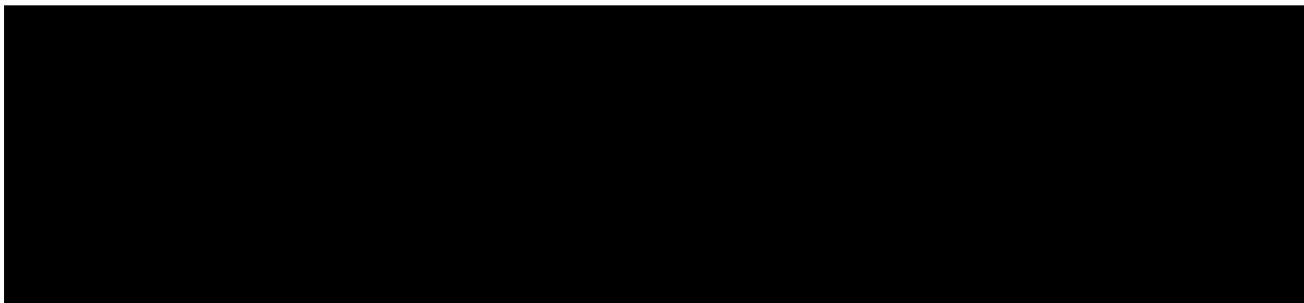
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Support Services Course #2. Twenty-five Career Trainees are scheduled for enrollment in the second running of the Support Services Course which begins on 25 October. Because of the shortage of materials and limited staff this running of the course is being limited to that number. Prior to the next running, however, we shall increase our capabilities to accommodate up to 30 students per course.

Administrative Procedures Course #119. This course began on 18 October with 31 students in attendance. This is an exceptionally large class but it can be handled adequately by the Operations Support Faculty.



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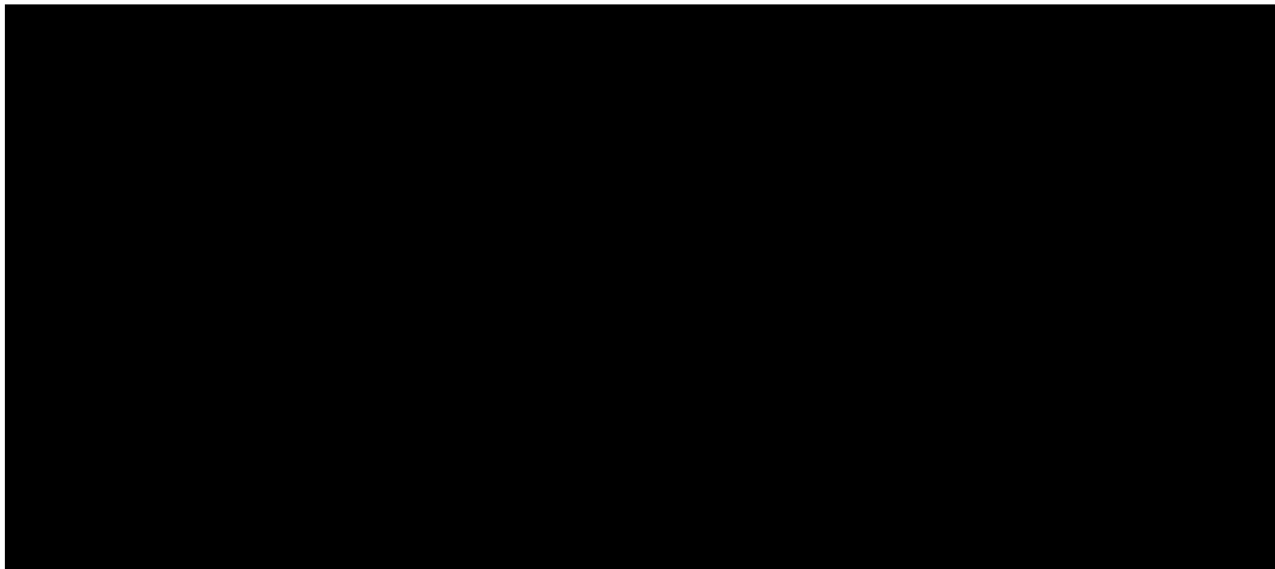
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replaced.

Bids for the acquisition of new chairs for the arena were closed on 8 October. The purchase order was placed with the manufacturer whose design specifications were used in soliciting the bids. Delivery is expected on or about 15 December 1965.

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SIGNED

MATTHEW BAIRD
Director of Training

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